Sarasota County

SARASOTA COUNTY GOVERNMENT
CAREER TRACK
SUPERVISOR AND MANAGER

SUB-CLASS CODES: See Attachment
EEO Code: See Attachment
FLSA: See Attachment
W/C Code: See Attachment
PAY BAND: Manager

MAJOR FUNCTIONS

These are professional, supervisory/managerial positions which supervise and/or manage a division, unit/s or program/s and assigned personnel. Responsibilities include: operational oversight, strategic planning and budget preparation, direct supervision of employees, performance management, recruitment, interviewing, employee relations, employee development, productivity and efficiency, citizen and community relations, communications, assigned projects or programs and development and implementation of policies and procedures. The focus of these positions is on tactical or operational management with both long and short-range assignments. Higher level management positions may become more involved in long term planning and major community projects with specific community groups or major financial implications. Reports to a Manager, Senior Manager or Director. **Administration reserves the right to determine which management level is most appropriate based on review of the org. chart, span of control and # of direct supervisor/manager reports.**

Primary Purpose		
Supervisor, Tier I Sub-Class Code – See Attachment Pay Grade 9941 & 9941a	**Manager, Tier II *** Sub-Class Code – See Attachment Pay Grade 9943	**Manager, Tier III **** Sub-Class Code – See Attachment Pay Grade 9944
This position supervises a work team or teams and is responsible for work schedules, training, performance, team goals, coaching and counseling and assisting higher level management. May supervisor team leads but typically does not have other supervisors reporting to them. **In general, work assignments at this level include, but are not limited to….** ▪ Oversees/monitors assigned operations ▪ Supervises daily activities of staff ▪ Schedules and directs work assignments ▪ Provides input and helps manage work unit budget ▪ Prepares/presents activity reports and technical information ▪ Presents to internal/external groups ▪ Writes and interprets policies and procedures ▪ Participates in hiring process ▪ Conducts performance reviews ▪ Handles employee relations issues	**This is progressively responsible management level work supporting leaders in higher level positions including: oversight for all division/unit functions, budget preparation and administration, establishing unit goals/objectives, accountability for unit outcomes and supervision of staff including supervisors.** **In general, work assignments at this level include, but are not limited to….** ▪ Oversees all functions of a small division or work unit/s ▪ Develops business plans/staffing plans/models ▪ Develops & implements goals, objectives and outcomes ▪ Prepares, monitors and/or administers assigned budget ▪ Provides guidance to Tier I supervisors ▪ Oversees activities/functions of a Tier I supervisor/s ▪ Prepares presentations and presents to the BCC and internal/external customers ▪ Develops, implements and administers policies and procedures	**This is advanced level management work supporting higher level leaders. Oversees one or more Tier II managers and one or more divisions or units; responsible for business/staffing plans; budget preparation and monitoring; goals, objectives and outcomes.** **In general, work assignments at this level include, but are not limited to….** ▪ Oversees all functions of a large division or several units ▪ Oversees Tier II managers and supervisors ▪ Develops business plans, staffing plans, and models ▪ Manages, develops and implements strategic goals and objectives; monitors and reports outcomes ▪ Prepares and oversees budgets and financial activities ▪ Prepares and presents periodic and special reports and presentations to BCC and others ▪ Negotiates contracts and agreements

Primary Purpose (continued)		
Tier I (Supervisor - non at-will)	Tier II *	Tier III **
▪ Maintains records and vital information ▪ Ensures training and development of assigned staff and prepares staff for succession planning opportunities ▪ May approve personnel requests ▪ Provides support to other areas and supervision as required ▪ Interacts with citizens and clients ▪ Advises and guides customers ▪ Develops solutions to problems ▪ May backup the manager or fill in as needed	▪ Implements, monitors and negotiates vendor contracts ▪ Prepares and distributes bid requests ▪ Submits regulatory reports ▪ Hires, coaches, develops and mentors personnel ▪ Prepares and encourages staff for succession plan opportunities ▪ Partners with HR on employee relations issues and disciplinary actions ▪ Partners with others across the organization as needed	▪ Manages performance appraisal process ▪ Partners with HR on employee relations issues; recommends and administers disciplinary actions. ▪ Oversees procurement of supplies and equipment ▪ Develops, coaches and mentors assigned personnel. ▪ Assigns special projects as required ▪ Works with staff and encourages Succession Planning within the division or units ▪ Partners with others across the organization as needed
***Tier II level includes Basic Tier I duties**	**** Tier III includes both Tier I and II duties**	***** Manages Projects**

Primary Core Competencies (Knowledge, Skills and Abilities)		
Tier I	Tier II	Tier III
Management Skills		
▪ Demonstrated good written and verbal interaction ▪ Possesses effective communication techniques ▪ Ability to effectively supervise others ▪ Ability to assign and schedule duties to others ▪ Demonstrates sound financial judgment ▪ Possesses basic technical knowledge and skills ▪ Knowledgeable in safety requirements ▪ Ability to prioritize assignments ▪ Ability to write and interpret basic policies and procedures ▪ Knowledge of budgetary procedures ▪ Ability to buld strong client/customer relations ▪ Knowledge of federal, state and local regulations ▪ Ability to manage work assignments and meet timelines ▪ Ability to mentor, coach, and train staff ▪ Ability to conduct performance reviews in a fair and consistent manner ▪ Ability to address employee relations issues	▪ Excellent written and verbal Communications ▪ Intermediate knowledge of work areas ▪ Ability to lead and oversee the work of others ▪ Ability to budget and create business plan and staffing plans ▪ Ability to lead and mentor supervisors, managers, and other level employees ▪ Ability to handle complex/difficult assignments ▪ Ability to think strategically ▪ Ability to coordinate and implement change ▪ Ability to plan and oversee large programs/projects ▪ Possesses good financial judgment skills ▪ Ability to develop/implement goals & objectives and measure successes. ▪ Ability to evaluate work of others in a fair and consistent manner ▪ Good public/media interaction skills ▪ Strong presentation skills ▪ Effective negotiating skills ▪ Possesses excellent employee relations skills ▪ Ability to effectively interface with agency counterparts	▪ Same as Tier II ▪ Excellent leadership skills ▪ Possesses advanced interpersonal skills ▪ Possesses advanced knowledge of work areas

Tier I	Tier II	Tier III
Business Equipment and Computer Skills		
▪ Basic software applications ▪ E-mail communications ▪ Internet/Intranet operations ▪ Internet searches	▪ Intermediate software applications ▪ Tier I job related equipment & skills as appropriate ▪ Field related equipment ▪ Microsoft Excel ▪ Microsoft Power Point ▪ Microsoft Publisher	▪ Advanced software applications ▪ Basic software applications ▪ Tier II Equipment & Skills ▪ Microsoft Excel ▪ Microsoft Publisher ▪ Microsoft Power Point
Technical Skills (May Be Required Depending on Specific Job)		
▪ Business writing skills ▪ Software for computer systems ▪ Video and media presentations ▪ Policy interpretation and knowledge ▪ Job related equipment ▪ Federal, state and legal regulations	Same skills and competencies in previous tier with increased complexities and accountabilities.	Same skills and competencies in previous tier with increased complexities and accountabilities.

Minimum Qualifications		
Tier I	Tier II	Tier III
▪ Bachelor's degree from an accredited college or university preferred/required per the job description ▪ 2-year Associates degree may be required with 2 years of experience ▪ Minimum of High School diploma and 4-years related experience ▪ A minimum of 1-year supervisory experience is required (lead worker or acting in a supervisory capacity may be counted) ▪ Some positions may require specific experience related to specialized technical skills as noted on the job description ▪ Valid state drivers license ▪ **Supervisor, Special Risk** – Must possess a valid State of Florida Fire Safety Inspector Certification.	▪ Bachelor's degree from an accredited college or university required in specific field of endeavor and 4 years of related experience ▪ Associates degree from an accredited college or university and 6-years of job-related experience ▪ Year-for-year experience may substitute for the college degree ▪ 2 or more years of supervisory experience required based on the job and as noted on the job description ▪ Advanced professional certification highly preferred ▪ **Library Managers** - Master's Degree in Library and Information Science from an American Library Association accredited institution AND three (3) years of supervisory experience in a public library.	▪ Bachelor's degree from an accredited college or university in specific field of **e**ndeavor and 6-years of related experience **OR** Master's degree with 4 or more years of related experience • 4 or more years of supervisory experience required based on the job and as noted on the job description ▪ Advanced professional certification highly desirable ▪ May consider substituting years of experience for the 4 year degree ▪ **Fire** – BA or AA + 10 years of experience
NOTE: 30 college credits are considered equivalent to one year of college.		

NOTE: Employees that acquire the skills and minimum qualifications for the next level will be able to apply for promotional opportunities. Employees will not automatically be upgraded to the next level. Reclassifying a position is based on business need and financial impact and not based solely on the incumbent.

APPROVED BY:

Chris Louria

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Chris Louria, Chief Human Resources Officer

History: 9/13/2022; 12/6/2020; 10/8/19; 10/20/16; 4/13/15; 11/22/13; 8/23/13;2/23/12; 11/22/11; 6/27/11; 7/20/10

Subclass Code	Subclassification Title	Band	Tier	Pay Grade	FLSA	EEO	W/C	Retirement	At-Will Status
Supervisor (non-exempt) Tier 1									
032665	Supervisor, Facilities (NE)	4	1	9941	NE	8	9015	Regular	Not at-will
032646	Supervisor, Fire Fleet (NE)	4	1	9941	NE	7	7704	Regular	not at-will
032647	Supervisor, Fleet (NE)	4	1	9941	NE	7	8380	Regular	not at-will
032649	Supervisor, Mosquito (NE)	4	1	9941	NE	7	9402	Regular	not at-will
032650	Supervisor, Parks (NE)	4	1	9941	NE	7	9102	Regular	not at-will
032644	Supervisor, Streets/R&B (NE)	4	1	9941	NE	7	5509	Regular	not at-will
032648	Supervisor, Transit (NE)	4	1	9941	NE	8	7382	Regular	not at-will
032645	Supervisor, Transit Fleet (NE)	4	1	9941	NE	7	8385	Regular	not at-will
032651	Supervisor, Utilities Ops/Stormwater (NE)	4	1	9941	NE	7	7520	Regular	not at-will
032667	Supervisor, Waste Water (NE)	4	1	9941	NE	7	7580	Regular	not at-will
Supervisor (exempt) Tier 1									
032653	Supervisor, Aquatics (E)	4	1	9941	E	8	9015	Regular	not at-will
032654	Supervisor, Call Center; Customer Service (E)	4	1	9941	E	5	8810	Regular	not at-will
032664	Supervisor, Fleet (E)	4	1	9941	E	8	8380	Regular	not at-will
032656	Supervisor, General Govt (E) - includes (Supvr. Grants-in-Aid)	4	1	9941	E	2	8810	Regular	not at-will
032655	Supervisor, Inspection Services (E)	4	1	9941	E	3	9410	Regular	not at-will
032657	Supervisor, Parks (E)	4	1	9941	E	7	9102	Regular	not at-will
032662	Supervisor, Solid Waste	4	1	9941	E	2	9403	Regular	not at-will
032668	Supervisor, Special Risk (E)	4	1	9941	E	4	7704	Regular	not at-will
032663	Supervisor, Tranist Fleet (E)	4	1	9941	E	8	8385	Regular	not at-will
032652	Supervisor, Transit non fleet (E)	4	1	9941	E	8	7382	Regular	not at-will
032658	Supervisor, Utilities Ops/Stormwater (E)	4	1	9941	E	7	7520	Regular	not at-will
032659	Supervisor, Waste Water (E)	4	1	9941	E	7	7580	Regular	not at-will

Subclass Code	Subclassification Title	Band	Tier	Pay Grade	FLSA	EEO	W/C	Retirement	At-Will Status
Manager II Tier 2									
032670	Manager II	4	2	9943	E	1	8810	Regular	At-Will
032671	Manager II - Construction	4	2	9943	E	1	5506	Regular	At-Will
032673	Manager II - Utilities Oper/Storm water	4	2	9943	E	1	7520	Regular	At-Will
032674	Manager II - Waste Water	4	2	9943	E	1	7580	Regular	At-Will
032675	Manager II - Parks	4	2	9943	E	1	9102	Regular	At-Will
032676	Manager II - Transit Fleet	4	2	9943	E	1	8385	Regular	At-Will
032677	Manager II - Transit Non-Fleet	4	2	9943	E	1	7382	Regular	At-Will
032678	Manager II - Streets/R&B/Landscape	4	2	9943	E	1	5509	Regular	At-Will
Manager III Tier 3									
032683	Manager III	4	3	9944	E	1	8810	Regular	At-Will
032684	Manager III - Fire Marshal/Fire Mitigation Officer, Fire Special Risk, Division Chief	4	3	9944	E	1	8810	Special Risk	At-Will
032685	Manager III - Asst Chief Special Risk	4	3	9944	E	1	7704	Special Risk	At-Will
032686	Manager III - Parks	4	3	9944	E	1	9102	Regular	At-Will